

HORSHAM SOCIETY

Data Protection Policy

Data Controller

The Data Controller is the Horsham Society.

Introduction and general principles

The Horsham Society is committed to good practice in the handling of Personal Data and careful compliance with the requirements of the Data Protection Act.

Our first priority is to avoid causing harm to individuals. In the main this means:

- keeping information securely in the right hands
- holding good quality information.

Our second priority is to ensure that the legitimate concerns of individuals about the way in which their data may be used are taken into account. In particular, we will aim to be open and transparent in the way we use Personal Data.

Operational procedures and guidance will set out more detailed ways in which these objectives can be achieved.

Responsibilities

The Executive Committee of the Horsham Society recognises its overall legal responsibility for Data Protection compliance.

Day to day responsibility for Data Protection is delegated to a nominated Data Protection Officer, currently D J Moore. The main responsibilities of the Data Protection Officer are:

- briefing the Executive Committee on Data Protection responsibilities as required
- reviewing Data Protection and related policies at appropriate intervals
- handling any Subject Access requests
- recommending to the Executive Committee any procedural changes to ensure Data Protection compliance.

All Executive Committee members have the following responsibilities:

- assisting the Data Protection Officer in identifying areas of work which have Data Protection implications
- adopting and implementing policies and procedures, which take full account of Data Protection requirements.

Storage of Personal Data in electronic form.

There is no central database. Separate data sets do exist for specific purposes and these are known to the Data Protection Officer.

No other data set may be constructed unless the Data Protection Officer has been informed in advance.

Specific legal provisions

We will make no charge for Subject Access by current members of the Horsham Society but we will charge £10 for all other Subject Access requests.

Related policies

This policy should be read alongside the following policies and procedures, which cover specific aspects of our Data Protection responsibilities.

- Confidentiality and Privacy policy.
- Security policy.

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